

Position Summary

Under the supervision of the Buildings/Grounds Supervisor, this position is responsible for the daily maintenance and repair of cemetery equipment. The position is also responsible for the maintenance building's repairs and for all tools. This includes maintaining all cemetery equipment throughout the year so that the equipment is operational through all types of weather conditions.

In addition, this position works in the cemetery shop doing skilled maintenance and repair of vehicles and cemetery equipment. This position also assists as needed during busy periods with cemetery operations which includes: excavating burial sites, completing burials, landscape maintenance, tree trimming, fertilizing, herbicide applications, marker setting, and laying sod.

Goals and Worker Activities

50%

A. Maintenance and Repair of Cemetery Equipment

- A1. Inspect, repair, or replace parts on and setup equipment for lowering devices, casket haulers, vault transport devices, aerators, seeders, rotary mowers, powered tampers, power brooms/sweepers, additional skid steer attachments, and snow blowers.
- A2. Perform proper repairs on pumps, shovels, wheel hubs, axles, and tires.
- A3. Diagnose malfunctions in and make repairs to hydraulic systems on trucks, tractors, construction equipment, mini-excavators, and all cemetery equipment.
- A4. Calibrate sprayers and make repairs to pumps, sprayer booms, hoses, nozzles, and tanks.
- A5. Calibrate, setup, and make repairs on aerator seeders and fertilizer spreaders.
- A6. Adjust and make repairs on bearings, sprockets, chains, and equipment with PTO shafts. Also to include trenchers and augers.
- A7. Do complete overhauls on snow blowers, lawnmowers, powered tampers, weed whackers, power pruners, and power edgers.
- A8. Maintain, repair, and service small plot machines such as mowers, seeders, and trimming/edging equipment.
- A9. Record information for billing to include work done, labor hours, parts, and material costs.
- A10. Inspect and repair equipment used for aerating, seeding, spraying, fertilizing, and irrigating.
- A11. Inspect and repair powered augers, sweepers, snowplows, snow blowers, power pruners, landscape rakes, and roto-tillers.

25%

B. Maintenance and Repair of Cemetery Vehicles

- B1. Perform brake maintenance and repair on light and heavy duty trucks, trailers, tractors, utility vehicles, skid-steers, including air brake systems. Adjust brake related parts such as slack adjusters, air chambers, S-cams, and all mountings and brackets.
- B2. Diagnose and repair starting, charging and ignition systems, alternators, batteries, and engine tune-ups, and carburetor and fuel pump repair on light and heavy duty trucks, tractors, and cemetery equipment.
- B3. Inspect, repair, and change exhaust systems on all types of trucks, tractors, and cemetery equipment.

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- B4. Inspect, rotate, repair, and change flat tires on all types of trucks, tractors and cemetery equipment.
- B5. Perform preventative maintenance including grease jobs, oil and filter changes, transmission fluid and filter changes, inspect and replace all other fluid levels as needed for preventative maintenance.
- B6. Perform maintenance and repair on pickups, minivans, dump trucks, mini-excavators, front-end loaders/back-hoes, utility vehicles, forklifts, skid steers and tractors.

10%

C. Welding and Cutting

- C1. Operate AC/DC, wire feed, plasma cutter, acetylene welding for cutting and brazing for repairs on all cemetery equipment.
- C2. Reconstruct, straighten, fabricate, and repair all types of cemetery equipment, and vehicles.
- C3. Fabricate, modify, or reconstruct specialized cemetery equipment to both verbal and written specifications set by professional researchers.
- C4. Modify cemetery equipment to improve performance.
- C5. Operate and maintain grinders, drill press, power hacksaw, lathe, chop saw, plasma cutter, all welders, acetylene welding and gauges, tire changers, pressure washers, and all other shop tools.

10%

D. Operation of Cemetery Equipment and Vehicles

- D1. Operate all types of tractors, monitoring tractor instruments for proper functions.
- D2. Operate aerators and seeders, making adjustments for grounds and environmental conditions to aerate and seed at the proper depth and optimizing seed soil contact.
- D3. Operate snowplows, snow blowers, grave thawing equipment, landscape rakes, herbicide and pesticide sprayers, fertilizer spreaders and tree removal equipment during changing environmental conditions to continue cemetery operations in all seasons.
- D4. Set PTO speed, change hydraulic flow, and/or ground speed for changing conditions while operating cemetery equipment such as fertilizer applicators, landscape rakes, trenchers, augers, snow blowers and mowers.
- D5. Sod graves with sod laying equipment to ensure no spoilage or wasted sod.
- D6. Operate mini-excavators, skid steers and back-hoes.
- D7. Operate lowering devices and vault carts safely in all weather conditions.
- D8. Operate manure tankers and spreaders to uniformly apply solid or liquid waste to fields.
- D9. Operate skid steers and tractors with front-end forks to load and un-load trucks.

5%

E. Miscellaneous Duties

- E1. Assist the cemetery crew with all cemetery operations during the busy time of the year.
- E2. Perform other cemetery related duties as assigned.

Special Requirements

Due to the nature of the position, a background-check is required.

Must possess a valid Driver's License and meet the minimum standards for driving a state vehicle according to fleet driver risk management policies.

Employees will be provided with uniforms, attire, hats and safety equipment required to ensure a uniform appearance and safe operations in service and care of assigned duties within state cemeteries. It is required that employees follow all Agency regulations governing such uniforms and equipment.

Knowledge, Skills, and Abilities

1. Knowledge of mechanical operation of internal combustion engines and accessories, power train and chassis components of vehicles and other motor driven equipment.
2. Knowledge of diagnostic, tune-up, and repair procedures of internal combustion engines and related components such as transmission, power train, hydraulic system, and associated equipment.
3. Knowledge of safety precautions and procedures applicable to maintenance shops and mechanical equipment.
4. Knowledge of test driving and operating techniques used in diagnostic and other repair tests.
5. Knowledge of the tools and equipment applicable to internal combustion engines, components, and associated equipment and skill in their use.
6. Knowledge of safe and proper use of welding and cutting equipment.
7. Knowledge of cemetery methodology and equipment necessary for all aspects of cemetery grounds maintenance.
8. Knowledge of the safe and proper operation of all types of cemetery vehicles, tractors, and machinery, to include burial equipment, seeding, planting, spraying, fertilizing and cemetery equipment.
9. Knowledge of the safe and correct calibration and application of pesticides and fertilizers.
10. Knowledge of the different types of equipment used in the processes of burial and cemetery maintenance.
11. Ability to keep shop inventory and order parts for repairs in the shop.
12. Ability to understand and apply technical information contained in maintenance manuals, repair bulletins, lubrication charts, and other applicable publications.
13. Ability to prepare and maintain necessary maintenance records.
14. Ability to repair basic electrical problems.